



Memo

DATE: *June 30, 2000*

TO: *Distribution*

FROM: *Ron Gill, ES&H Coordinator*

SUBJECT: *Minutes of the EMS Management Review for HENP – 6/26/00*

Ron Gill gave a presentation for the Physics Department for the EMS Management Review. The presentation was to allow upper management to assess the effectiveness of the program and to evaluate opportunities for improvement.

Questions asked during the presentation were:

- 1) Was the DEC auditor here? DEC was here in the Physics Department last week and inspected each satellite area. The representative looked at everything and found no problems.
- 2) Are there reviews on experiments that Physics Personnel perform in other departments? The department reviews all projects that the Physics Department is responsible for. If a host department does not want the responsibility for reviewing a Physics experiment, then Physics will do the review.

Experiments or work that is done at other facilities or labs are done by following the rules at that location. If machinery is built in Physics, the department is responsible for doing a review of the construction. But, once it is packed up and brought to another facility, then that facility is responsible.

- 3) Is the Department's EMS effective in achieving policy commitments? This pertains to Physics pollution prevention program. There is no formal community outreach program because there is no need for it.

- 4) What is the purpose of this review? This review is to obtain the Level 1,2,3 managers' opinion and input. It is a requirement so they can make recommendations for improvement. There was a higher-level review of the Physics EMS plan and Physics has responded to it. The EMS managers attended this meeting as observers. They expressed the opinion that Physics has been instrumental in helping other departments develop their systems. Physics has a very well designed program and has set the standard of performance for other departments.

Michael Murtagh approves all aspects of the Department's EMS plan before it is implemented. It was stated that it is very good that Michael Murtagh is aware of it. EMS managers have been to other meetings where the department chair does not know as much as Michael. Tom Kirk stated that he is satisfied with both programs, Physics and Instrumentation, and felt that both groups gave excellent presentations.

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